Title and Register an Antique Vehicle

Update Before You Begin

When we update Sandbox, it is to add new features. Unfortunately, the update process itself can eliminate some features, like inventories, which you must recreate.

We were about to release Sandbox Assignment #6, "Title and Register an Antique Vehicle," when the last Sandbox update was ready, so we postponed sharing it so we could test it in the updated Sandbox environment. During that test, we discovered a couple of things we need to bring to your attention.

First, Sandbox is not decoding any VINs or populating any vehicle information because it currently does not have an interface with NADA. As a result, the system will prompt you to add the vehicle manually. Instructions for adding the vehicle are in steps 6 through 9 in Sandbox Assignment #1 .

Second, when you validate your transaction, you will get a Warnings Worksheet with two warnings regarding the title mailing address and the registration mailing address. Currently, there is no interface that allows the address verification to take place, so you will need to click the Continue button to proceed with the transaction. The NMVTIS Discretionary Edit still appears and you will auto-approve it as you have been doing.

Adding an antique designation to a vehicle maintenance record is one of those functions that you may or may not be able to complete when the new DMV System goes live, depending on your assigned security level. For Sandbox practice, every user works at a security level that allows him or her to do almost all functions. However, once the new DMV System goes live, your authority to complete some transactions will be determined by your assigned security level, which is based on your position and duties.

Verifying Plate Inventory

Check inventory to ensure that **Antique** plates are assigned to your location and window. Please reference Lab 5-14 in the MOVRS online user guide for steps to check inventory.

If there are no **Antique** plates assigned to your User Profile window, please refer to the sandbox inventory agent for your county. The Inventory Agent would be able to assign the plates to your window to complete this lab.

Adding a Customer

A. In the transaction below you will need a customer.

B. You can create a customer through **MANAGE CUSTOMER** or during the T&R transaction.

C. The other option could be is to use an existing customer in the system. There are two ways you can do this:

    a) Do a name search through **MANAGE CUSTOMER**. Find your customer and write down the DL# to use in the prequalifier.

    b) Do not put the DL# in the prequalifier. When you get to the **TITLE AND REGISTRATION** window, click the **RELATE CUSTOMERS** tab. Click the **ADD** button on the owner line, then do a name search and select your customer.

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In this transaction the customer brought in their title records to have their recently purchased (or existing) vehicle assigned an Antique Plate.
In this assignment we are going to add an antique vehicle to the system during a Title and Registration transaction.

You will have to find VINS for vehicles that are 35 years or older for this assignment.

Refer to Sandbox Assignment #1 if needed.

1. Click the **VRT** menu, and then select **TITLE AND REGISTRATION**.
2. Enter the **PURCHASE DATE** on the **PREQUALIFIER** window.
3. Type the VIN in the **VIN** field.

    Write down the VIN you selected. _____

4. Type the driver's license number for your customer in the **OWNER 1** field.   Write down the DL# you selected. _____
5. Click the **CONTINUE** button.

    The **SEARCH** results list window will display. The system is letting you know this vehicle record is not found. First double check to ensure that the VIN you typed in is correct.

6. Click the **ADD VEHICLE** button.
7. On the **GENERAL** tab fill in the required fields.

    You may not find your model of vehicle. If you do not find your model, you will need to click the **ADD** button next to the field. Once you click the add button the **ADD MODEL** screen displays. Enter the model of your vehicle in the **VALUE** field. Click the **ADD** button. Your model of vehicle now displays in the **VEHICLE MAINTENANCE** screen.

If this was an existing vehicle you would need to add the designation of Antique. You would click on the Title number of the vehicle on the Title and Registration window. This hyperlink takes you to the vehicle maintenance screen.

You would then follow steps 9-10 to add the designation to the vehicle.

8. Click the **ATTRIBUTES** tab and enter the required fields.

    In the MSRP field enter zero. Once you tab out of the MSRP field, this version of sandbox auto populates the class code.

9. Click the **OWNERSHIP** tab and enter the required fields.

You will have to assign an Antique Designation to the title by statute. In order to assign an Antique Designation to the title you will have to use the vehicle maintenance record to add this designation.

10. Click the **DESIGNATION** tab.
    (a) Click the **ADD ROW** button.
    (b) Click the **DESIGNATION** drop-down arrow and select **ANTIQUE**.
    (c) Click the **ORIGIN** drop-down arrow and select the appropriate origin.
    (d) Click the **ORIG JURISDICTION** and select the appropriate state that made the determination that this vehicle is antique.
11. Click the **SAVE** button.

    You have added a designation of Antique to this vehicle.

The **TITLE AND REGISTRATION** window appears.

Notice the designation of Antique at the top of the screen (yellow triangle icon with an exclamation point).

If you chose to add your customer during the transaction, please add them at this time.

You will now continue with the T&R process.

12. On the **APPLICATION TAB** click the **USAGE** drop-down arrow and select **ANTIQUE**.
13. Click the **TAXES** tab.

    Notice that no property tax is showing. This is because you chose the Usage of Antique.
14. Click the **REGISTRATION DETAIL** tab.

    The system auto assigns an Antique Plate due to your usage selection.
    Notice the registration periods for this vehicle.
15. Click the **INSURANCE** tab and enter the required information. Notice the insurance provider now has a drop-down list to make a selection. Once you select the insurance company the system auto fills the NAIC code.
16. Click the **DOCUMENTS** tab.

    Verify the required documentation is received.
17. Click the **EXCEPTIONS** tab.

    Notice the Designation of Antique. This information is pulled from the vehicle maintenance window.

If a Warnings Worksheet Mailing Address message appears, click the Continue button. The Address Verification Interface is not connected at this time.

18. Click the **VALIDATE** button.
19. Click the **AUTO APPROVE** button for the NMVTIS discretionary edit message.
20. Click the **CLOSE** button on the **ERROR WORKSHEET** window.
21. **PAY** and **FINALIZE** this transaction.

Issuing a Title Only for an Antique Vehicle

Start a Title and Registration transaction. Verify that the vehicle has a designation of Antique. If not follow the steps above.

Once verified the vehicle is Antique, in the **USAGE** field change the usage to **TITLE ONLY**. For a **TITLE ONLY** transaction, you would not need insurance information.

Finish the transaction by validating, paying and finalizing.

Print the **TITLE ONLY SUMMARY**. This is replacing the "Title Only" registration issued in the current VIPS system.

Adding an End Date to an Antique Designation

You can remove the Antique designation per customer request by going through the **VEHICLE MAINTENANCE** record. On the **DESIGNATION** tab, click the **END DATE** drop-down arrow and select the appropriate date. Click the **SAVE** button.